

	Driver Induction Policy	TPL09 Issue: 001 Date: 11/03/2021
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Policy brief and purpose

This driver induction policy highlights the induction method procedure used by K Rouse Civil Engineers Ltd to induct new drivers. Any driver who has not had the revised induction will be sent out a driver pack summarising some of the main points with the intent to complete it as soon as possible.

Scope

This policy applies to all new employee drivers and will be communicated to all existing drivers who have not completed the revised induction. All new drivers will have to complete the induction before commencing work for K Rouse Civil Engineers Ltd.

Policy elements

All employees must be made aware of the obligations and responsibilities when starting work as a driver for K Rouse Civil Engineers Ltd. The most effective way of doing this is by an induction, presenting the new employee with as much detail of what the job comprises of and making sure they are ready and experienced enough to begin work. This will result in a better driver on the road who will put vulnerable road users first. Below are all the points the inductor must cover; the inductor must have knowledge of the business and of the requirements of the job.

- Undergo an initial eye test performed from at least 20 metres away.
- Eye tests to then be repeated every 6 months.
- Must be issued with all main company policies and specific risk assessments.
- Complete the FORS e-learning module.
- Provide a copy of their driving licence.
- Where necessary undergo a driver skills assessment where previous experience cannot be verified.



Signed:Managing Director

Date: March 2021

